1) Select the cell range for the subtotals that you want to calculate, and remember to include the column heading labels. Alternatively, click on a single cell within your data to allow Calc to automatically identify the range.

2) Select **Data > Subtotals** on the Menu bar to open the Subtotals dialog (Figure 307).

3) In the *Group by* drop-down list on the *1st Group* tab, select a column by its label. Entries in the cell range from step 1 will be grouped and sorted by matching values in this column.

4) In the *Calculate subtotals for* box on the *1st Group* tab, select a column containing values to be subtotaled. If you later change values in this column, Calc will automatically recalculate the subtotals.

5) In the *Use function* box on the *1st Group* tab, select a function to calculate the subtotals for the column selected in step 4.

6) Repeat steps 4 and 5 to create subtotals for other columns on the *1st Group* tab.

7) You can create two more subtotal categories by using the *2nd Group* and *3rd Group* tabs and repeating steps 3 to 6. If you do not want to add more groups, then leave the *Group by* list for each page set to "*- none -*".

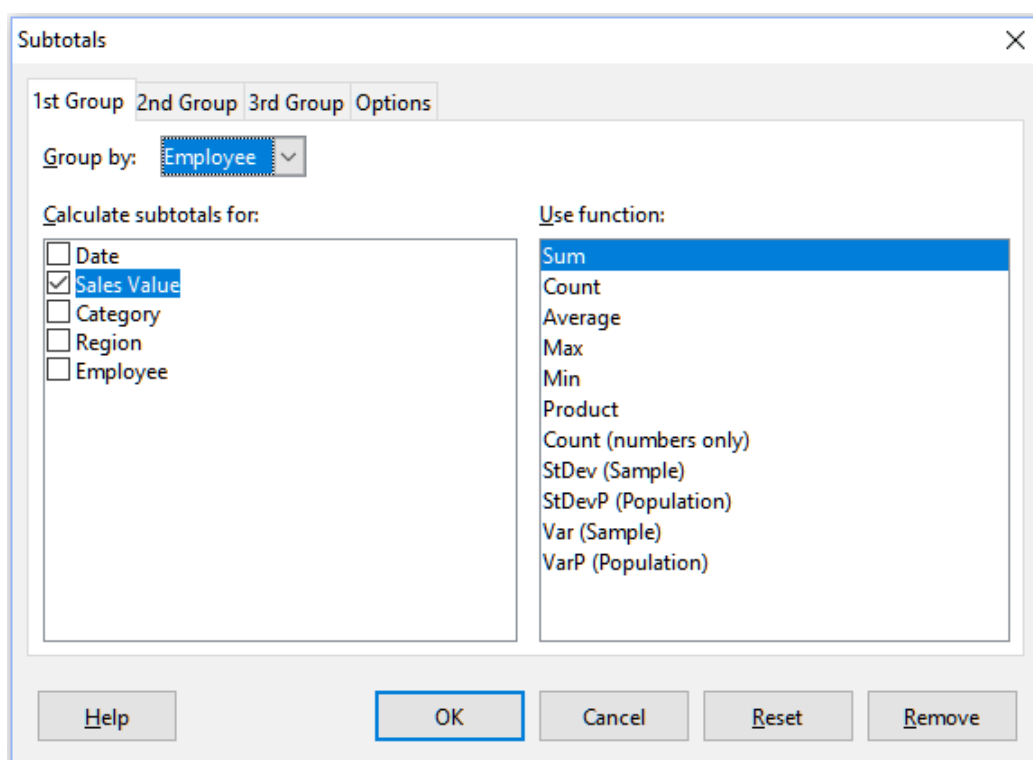8) Click **OK**. Calc will add subtotal and grand total rows to your cell range.

Figure 307: Subtotals dialog

For our sales data example, a partial view of the results is shown in Figure 308. The group settings are identified in Table 16.

Table 16: Group settings used on Subtotals dialog for example sales data

Tab	Group by	Calculate subtotals for	Use function
1st Group	Employee	Sales Value	Sum
2nd Group	Category	Sales Value	Sum
3rd Group	- none -	-	-